

Hazard Inventory / Job Task Analysis Packet

The following Hazard Inventory / Job Task Analysis (HI/JTA) Packet is intended to gather information on potential hazardous exposures and essential job functions for all Ames Laboratory Employees. The results of the Hazard Inventory will be used by ESH&A to evaluate work site risks and aid in the identification of appropriate work site monitoring. Occupational Medicine will utilize the information obtained from the HI/JTA Packet, along with the results from work site evaluations performed by ESH&A, for medical surveillance purposes.

In order for ESH&A and Occupational Medicine to perform these duties accurately, effectively and in a timely manner, it is imperative that an accurate and complete record of potentially hazardous exposures and mental and physical job requirements be maintained. Therefore, the HI/JTA Packet will be completed by the supervisor prior to hiring a new employee. The HI/JTA Packet should be revisited when an employee's job duties or potential hazards change significantly, and reviewed at the time of the annual performance appraisal for each employee.

Please return the completed HI/JTA Packet to Human Resources in 105 TASF.

Supervisor's Acknowledgement

Hazard Inventory and Job Task Analysis accurately reflects the potential exposures and essential functions of this position.

Supervisor's Signature

Date

Candidate's Acknowledgement

I have reviewed the attached Hazard Inventory and am aware of the position's potential exposures. I believe I am capable of performing all the essential job functions indicated on the Job Task Analysis, either with or without reasonable accommodations. I understand that an inability to perform one or more of the essential job functions indicated on the Job Task Analysis does not in and of itself disqualify me for this position. The employer is committed to providing reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 503.

Candidate's Signature

Date

INSTRUCTIONS FOR COMPLETING HAZARD INVENTORY FORMS

A. Who should complete a Hazard Inventory Form?

All Ames Lab employees.

Information from the Hazard Inventory Forms is used by ESH&A and Occupational Medicine to determine whether special safety practices need to be implemented in the workplace, whether monitoring of the workplace needs to be performed, and whether the employee needs any special medical surveillance.

B. When should these employees complete a Hazard Inventory Form?

1. When the employee is new to Ames Lab.
2. When the employee changes job positions and this results in changes in workplace hazards (add new hazards or eliminates old hazards.)
3. When the employee's work responsibilities change to involve different workplace hazards.

C. How to complete a Hazard Inventory Form

1. Employee Information

Complete all the information in this section. Make sure both the employee and **supervisor sign** this section.

2. Hazards Sections

Check each hazard that you are exposed to on a regular basis (i.e., **once a week or more**) as part of your assigned job duties. Review this information with your supervisor before submitting the form.

EXAMPLES for determining whether or not you have a hazard.

a) Hazard section labeled **FEDERALLY REGULATED**:

- X **LEAD, CADMIUM, etc.:** **Do** check if usage involves significant potential for inhalation exposure to fine particulates. Usually this is associated with activities such as grinding, machining, etc. **Do not** check Lead, Cadmium, etc. if a co-worker is using it or if it is stored in your lab.
- X **NOISE:** **Do** check if levels are ≥ 85 dB... (If you have to raise your voice to carry on a conversation with a person 3 feet away, the level may be near 85 dB). You may also ask the ESH&A department if the noise level has been measured.
- X **HUMAN BLOOD & BODY FLUIDS:** **Do** check if, as part of your job requirement, you are a designated first responder, provide medical care, clean up human blood following injuries, or work with unknown human waste. **Do not** check "Aids Agent (HIV)" or "Hepatitis B Virus".

b) Hazard sections labeled **GENERAL CHEMICAL, GENERAL PHYSICAL, and SUSPECTED and KNOWN CARCINOGENS**: If you work in a laboratory that has acetone in the solvent cabinet, but you do not use it on a regular basis, **do not** check "Acetone" as a hazard. If you use acetone several times a week for assays you perform, **do** check "Acetone" as a hazard.

c) Hazard section labeled **PATHOGENIC**:

Only check a pathogen if you work **specifically** with that pathogen (i.e., if you do research on *Salmonella Choleraesuis*, **do** check "*Salmonella Choleraesuis* (All)"). If you work in a diagnostic lab or clinic, and may be exposed to many pathogens, **do not** check any of the pathogens listed, but in the box labeled "Other Not Listed", write in "exposed to many unknown pathogens."

D. Mail or deliver completed Hazard Inventory Forms with updated Job Task Analysis to Human Resources, Ames Laboratory, 105 TASF.

HAZARD INVENTORY

OCCUPATIONAL MEDICINE PROGRAM

ENVIRONMENT, SAFETY, HEALTH & ASSURANCE (ESH&A) – AMES LABORATORY

TO BE COMPLETED BY ALL POTENTIAL PARTICIPANTS IN THE OCCUPATIONAL MEDICINE PROGRAM

ISU ID _____ NAME _____

LAST MI FIRST

BIRTH DATE _____ SEX: ☐ MALE ☐ FEMALE

AMES LAB AFFILIATE?: ☐ YES ☐ NO JOB STATUS: ☐ FULL TIME ☐ PART TIME ☐ HOURLY

DEPARTMENT _____ JOB TITLE _____

WORK LOCATION: BUILDING _____ ROOM OR AREA _____

DEPT. PHONE _____

SUPERVISOR/
GROUP LEADER (*print*) _____ SUPERVISOR
SIGNATURE _____

PARTICIPANT SIGNATURE _____ DATE _____

PLEASE CHECK THE ITEMS YOU WILL BE WORKING WITH ON A REGULAR BASIS:

HAZARDS REQUIRING MEDICAL SURVEILLANCE

| | CODE |
|----------------------------------------|------|
| ACETYLAMINOFLUORENE (-2) | A001 |
| ACRYLONITRILE | A002 |
| AMINODIPHENYL (4-) | A003 |
| ANIMAL CARETAKER | A425 |
| ARSENIC (INORGANIC) | A004 |
| ASBESTOS (PERFORM ABATEMENT WORK) | A005 |
| PAST ASBESTOS EXPOSURE (AT IOWA STATE) | A433 |
| BENZENE | A209 |
| BENZIDINE | A006 |
| BIS CHLOROMETHYL ETHER | A007 |
| 1,3-BUTADIENE | A267 |
| CADMIUM | A215 |
| CHROMIC ACID | A225 |
| DIBROMOCHLOROPROPANE (1,2,3-) | A010 |
| DICHLOROBENZIDINE (3-3'-) | A011 |
| DIMETHYLAMINOAZOBENZENE (4-) | A012 |
| ETHYLENE OXIDE | A024 |
| ETHYLENEIMINE | A013 |

| | CODE |
|-------------------------------------------------------------------------------------|------|
| FORMALDEHYDE | A249 |
| HAZMAT RESPONDER | A901 |
| HUMAN BLOOD & BODY FLUIDS | A900 |
| LEAD (INORGANIC) | A014 |
| METHYLENE CHLORIDE | A266 |
| METHYLENEDIANILINE | A259 |
| METHYL CHLOROMETHYL ETHER | A015 |
| NANOSCALE MATERIALS | A265 |
| NAPHTHYLAMINE (ALPHA) | A016 |
| NAPHTHYLAMINE (BETA) | A017 |
| NITROBIPHENYL (4-) | A018 |
| NITROSODIMETHYLAMINE (N-) | A019 |
| NOISE | A020 |
| PESTICIDES-CHOLINESTERASE INHIBITING (MALATHION, DURSABAN, COUNTER, SEVIN, ETC.) | A403 |
| PROPIOLACTONE (BETA-) | A021 |
| RESPIRATOR USER | A022 |
| VINYL CHLORIDE | A023 |

ANIMALS

| | CODE |
|---------------------------------------|------|
| ANIMAL ACTIVITIES (RESEARCH/TEACHING) | A025 |
| ANIMAL ACTIVITIES (CLINIC) | B936 |
| ANIMAL ACTIVITIES (FARM) | B937 |

| | CODE |
|---------------------------------------|------|
| BEEES/WASPS | B935 |
| PRIMATES, NON-HUMAN (LAB OR RESEARCH) | B905 |

PATHOGENS

| | CODE |
|-----------------------------|------|
| AIDS AGENT (HIV) | A795 |
| BIOSAFETY LEVEL 3 PATHOGENS | A804 |
| HEPATITIS B VIRUS (HBV) | A850 |
| HEPATITIS CANDIDATE VIRUSES | A770 |
| MYCOBACTERIUM BOVIS | A801 |
| MYCOBACTERIUM TUBERCULOSIS | A802 |
| ACTINOBACILLUS SPP. | C796 |
| ACTINOMYCETES | C748 |
| ARBOVIRUSES | C810 |
| ASCARIS | C858 |

| | CODE |
|-----------------------|------|
| LEGIONELLA SPP. | C909 |
| LEPTOSPIRA SPP. | C910 |
| LEISHMANIA SPP. | C911 |
| LISTERIA SPP. | C912 |
| MICROSPORIUM SPP. | C853 |
| MYCOBACTERIUM SPP. | C913 |
| NEISSERIA SPP. | C914 |
| PARAINFLUENZA VIRUSES | C779 |
| PASTEURELLA SPP. | C915 |
| POLIOVIRUS | C780 |

PATHOGENS (continued)

| | | | |
|-----------------------------------|------|----------------------------------------|------|
| BORDETELLA SPP. | C836 | PSEUDOMONAS SPP. | C916 |
| CAMPYLOBACTER SPP. | C899 | RESPIRATORY SYNCYTIAL VIRUS | C784 |
| CHLAMYDIA SPP. | C900 | RHODOCOCCLUS SPP. | C917 |
| CLOSTRIDIUM SPP. | C901 | SALMONELLA SPP. | C918 |
| CORYNEBACTERIUM SPP. | C902 | SHIGELLA SPP. | C919 |
| CRYPTOSPORIDIUM SPP. | C903 | SPONGIFORM ENCEPHALOPATHIES (TRANS) | C881 |
| CRYPTOCOCCUS SPP. | C904 | SPOROTHRIX SCHENCKII | C882 |
| DENGUE VIRUS | C811 | STAPHYLOCOCCUS SPP. | C920 |
| DIPLOCOCCUS (STREP) PNEUMONIAE | C719 | STREPTOCOCCUS PYOGENES | C740 |
| ENTAMOEBIA HISTOLYTICA | C845 | STREPTOCOCCUS SPP. OTHER THEN PYOGENES | C894 |
| EPIDERMOPHYTON SPP. | C905 | STRONGYLOIDES SPP. | C921 |
| E.COLI-ENTEROPATHOGENIC SEROTYPES | C721 | TAENIA SOLIUM (CYSTICERCUS) | C885 |
| FASCIOLA SPP. | C906 | TOXOCARA SPP. | C922 |
| FUSARIUM SPP. | C892 | TOXOPLASMA SPP. | C923 |
| GIARDIA SPP. | C907 | TREPONEMA PALLIDUM | C742 |
| HEPATITIS A VIRUS (HAV) | C849 | TRICHINELLA SPP. | C924 |
| HEPATITIS C VIRUS (HCV) | C851 | TRICHOPHYTON SPP. | C925 |
| HEPATITIS E VIRUS (HEV) | C891 | TRYPANOSOMA SPP. | C926 |
| HERPES VIRUS – EXCEPT H SIMIAE | C771 | VACCINIA VIRUS | C791 |
| HOOKWORMS | C852 | VIBRIO SPP. | C927 |
| INFLUENZA VIRUSES | C773 | WESTERN EQUINE ENCEPHALITIS VIRUS | C812 |
| KLEBSIELLA SPP. | C908 | PATHOGENS MANY | C856 |

GENERAL PHYSICAL HAZARDS

| | CODE | | CODE |
|-----------------------|------|------------------------------------|------|
| COLD ENVIRONMENTS | B404 | PUNCTURE WOUNDS (POTENTIAL) | B422 |
| CONFINED SPACES | B232 | RADIATION – IONIZING | B410 |
| DUSTY ENVIRONMENTS | B406 | RADIATION – LASER | B411 |
| ELEVATED WORKSTATIONS | B240 | RADIATION – MICROWAVE- (NOT OVENS) | B412 |
| FIBROUS GLASS | B246 | RADIATION – ULTRAVIOLET | B297 |
| HEAVY LIFTING | B407 | RADIATION - X-RAY | B413 |
| HOT ENVIRONMENTS | B252 | SHIFT WORK | B320 |
| LOGGING | B260 | VIBRATION | B416 |

GENERAL CHEMICAL HAZARDS

| | CODE | | CODE |
|-------------------------------|------|-----------------------------|------|
| ACETONE | B319 | KETONES | B259 |
| ACETYLENE | B200 | MERCURY, INORGANIC | B262 |
| ACRYLAMIDE | B201 | METHYL ALCOHOL | B263 |
| ALKANES | B203 | METHYL BROMIDE | B431 |
| ALLYL CHLORIDE | B204 | METHYL CHLORIDE | B430 |
| AMMONIA | B205 | METHYL CHLOROFORM | B293 |
| ANESTHETIC GASES/VAPORS/WASTE | B206 | NITRIC ACID | B269 |
| ANTIMONY | B207 | NITRILES | B270 |
| ARTIST CHEMICALS | B419 | NITROGEN, OXIDES | B271 |
| ASPHALT FUMES | B208 | NITROGLYCERINE:ETHYLENE | B272 |
| BENZOYL PEROXIDE | B211 | ORGANOTIN COMPOUNDS | B273 |
| BENZYL CHLORIDE | B212 | OSMIUM TETROXIDE | B409 |
| BORON TRIFLUORIDE | B214 | OZONE | B929 |
| CARBON BLACK | B217 | PESTICIDE-NON-INHIBITING | B415 |
| CARBON DIOXIDE | B218 | PHENOL | B276 |
| CARBON DISULFIDE | B219 | PHOSGENE | B277 |
| CARBON MONOXIDE | B220 | PHOTOGRAPHIC CHEMICALS | B418 |
| CHLORINE | B222 | REFINED PETROLEUM SOLVENTS | B279 |
| CHLOROPRENE | B224 | SILICA, CHRYSTALLINE | B281 |
| CHRYSENE | B227 | SODIUM HYDROXIDE | B282 |
| COAL GASIFICATION | B228 | SOIL (CLOSE CONTACT) | B420 |
| COAL LIQUIFICATION | B229 | SULFUR DIOXIDE | B283 |
| COAL - TAR PRODUCTS | B230 | SULFURIC ACID | B284 |
| COBALT | B231 | TETRACHLOROETHANE (1,1,2,2) | B285 |
| CRESOL | B234 | TETRACHLORETHYLENE | B286 |
| CYANIDE, HYDROGEN, & SALTS | B235 | THIOLS - ALKANE MONO (N-) | B287 |
| DIISOCYANATES | B237 | THIOLS – BENZENE | B288 |

GENERAL CHEMICAL HAZARDS (continued)

| | | | |
|-----------------------|------|-----------------------------|------|
| DINITRO-ORTHOCHRESOL | B238 | THIOLS – CYCLOHEXANE | B289 |
| ETHIDIUM BROMIDE | B432 | TOLUENE | B291 |
| ETHYLENE DIBROMIDE | B309 | TRICHLORETHANE (1,1,1-) | B293 |
| ETHYLENE DICHLORIDE | B243 | TRICHLORETHYLENE | B294 |
| FLUORIDES, INORGANIC | B247 | TUNGSTEN | B295 |
| FLUOROCARBON POLYMERS | B248 | TUNGSTEN CARBIDE (CEMENTED) | B296 |
| FURFURYL ALCOHOL | B250 | VANADIUM | B298 |
| GLYCIDYL ETHERS | B251 | VINYL ACETATE | B299 |
| HYDROGEN FLUORIDE | B254 | VINYL HALIDES | B300 |
| HYDROGEN SULFIDE | B255 | WELDING FUMES | B417 |
| HYDROQUINONE | B256 | XYLENE | B301 |
| ISOPROPYL ALCOHOL | B257 | | |

SUSPECTED & KNOWN CARCINOGENS

| | CODE | | CODE |
|----------------------------------------------------------------|------|--------------------------------|------|
| ADRIAMYCIN | D503 | CHLOROFORM | D223 |
| AFLATOXINS | D500 | CHLORO-O-PHENYLENEDIAMINE (4-) | D543 |
| AMINOANTHRAQUINONE (2-) | D610 | CHROMIUM AND COMPOUNDS | D226 |
| AMINO-2-METHYLANTHRAQUINONE (1-) | D611 | P-CRESIDINE | D619 |
| AMITROLE | D501 | CUPFERRON | D620 |
| ANISIDINE (0-) | D612 | CYCASIN | D621 |
| ANSIDINE HYDROCHLORIDE (0-) | D613 | CYCLOPHOSPHAMIDE | D522 |
| ARAMITE | D502 | DACARBAZINE | D511 |
| AZATHIOPRINE | D504 | DDT | D512 |
| AZOXYMETHANE | D694 | DIAMINOANISOLE SULFATE (2,4-) | D233 |
| BENZO (A) PYRENE | D508 | DIAMINOTOLUENE (2,4-) | D623 |
| BENZO (B) FLUORANTHENE | D509 | DIBENZ (A,H) ACRIDINE | D525 |
| BENZ (A) ANTHRACENE | D507 | DIBENZ (A,H) ANTHRACENE | D527 |
| BENZOTRICHLORIDE | D505 | DIBENZ (A,J) ACRIDINE | D625 |
| BERYLLIUM AND BERYLLIUM COMPOUNDS | D213 | DIBENZO (A,H) PYRENE | D530 |
| BIS (2-CHLOROETHYL) - 2 NAPHYLAMINE NN,N-) (CHLORNAPHAZINE) | D617 | DIBENZO (A,I) PYRENE | D624 |
| BISCHLOROETHYL NITROSUREA | D506 | DIBENZO (C,G) CARBOZOLE (7H-) | D513 |
| BUTANAEDIOL DIMETHYLSULFONATE (MYLERAN) (1,4-) | D510 | DIBROMOETHANE (1,2-) | D626 |
| CARBON TETRACHLORIDE | D221 | DIEPOXYBUTANE | D627 |
| CHLORAMBUCIL | D618 | DI (2-ETHYLHEXYL) PHTHALATE | D629 |
| CHLOROETHYL (2-) (1-) 3-CYCLOHEXYL | D514 | DIETHYLSTILBESTROL | D535 |
| DIMETHYLHYDRAZINE (1,1-) | D516 | DIETHYL SULFATE | D515 |
| DIMETHOXYBENZIDINE (3,3'-) | D537 | N-NITROSODI-N-BUTYLAMINE | D572 |
| DIMETHYL SULFATE | D542 | N-NITROSOMETHYLVINYLAMINE | D575 |
| DIMETHYLBENZIDINE (3,3'-) | D292 | N-NITROSOMORPHOLINE | D579 |
| DIMETHYLCARBAMOYL CHLORIDE | D628 | N-NITROSONORNICOTINE | D580 |
| DIOXANE (1,4) | D239 | N-NITROSOPIPERIDINE | D581 |
| DIRECT BLACK 38 | D630 | N-NITROSOPYRROLIDINE | D582 |
| DIRECT BLUE 6 | D631 | N-NITROSOSARCOSINE | D583 |
| EPICHLOROHYDRIN | D517 | N-NITROSO-N-ETHYLUREA | D576 |
| ESTRADIOL 17 BETA | D518 | N-NITROSO-N-METHYLUREA | D577 |
| ESTROGENS (CONJUGATED) | D521 | NORETHISTERONE | D536 |
| ESTRONE | D519 | OXYMETHOLONE | D650 |
| ETHINYLESTRADIOL | D520 | PHENACETIN | D651 |
| ETHYLENE THIOUREA | D245 | PHENAZOPYRIDINE | D652 |
| HEXACHLOROBENZENE | D549 | PHENAZOPYRIDINE HYDROCHLORIDE | D653 |
| HEXAMETHYLPHOSPHORAMIDE | D523 | PHENYTOIN AND IT'S SODIUM SALT | D654 |
| HYDRAZINE | D253 | POLYBROMINATED BIPHENYLS | D655 |
| HYDRAZINE SULFATE | D633 | POLYCHLORINATED BIPHENYLS | D278 |
| HYDRAZOBENZENE | D634 | PROCARBAZINE | D656 |
| IDENO (1,2,3-cd) PYRENE | D635 | PROCARBAZINE HYDROCHLORIDE | D657 |
| IRON DEXTRAN COMPLEX | D673 | PROGESTERONE | D538 |
| KEPONE (CHLORDECONE) | D258 | PROPANE SULTONE (1,3-) | D539 |
| LEAD ACETATE | D524 | PROPYLTHIOURACIL | D540 |
| LINDANE | D639 | RESERPINE | D659 |
| MELPHALAN | D556 | SACCHARIN | D660 |
| MESTRANOL | D526 | SAFROLE | D661 |
| | | SELENIUM SULFIDE | D592 |
| | | SOOTS AND TARS | D662 |

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|-------------------------------------|------|
| METHYL IODIDE | D531 |
| METHYLAZIRIDINE(2-)(PROPYLENEIMINE) | D528 |
| METHYLENEBIS 2-CHLOROANILINE 4,4'- | D640 |
| METHYLENEBIS BENZENAMINE (4,4') | D265 |
| METRONIDAZOLE | D532 |
| MICHLER'S KETONE | D641 |
| MIREX | D642 |
| MUSTARD GAS | D643 |
| MYCOTOXINS | D693 |
| NICKEL AND NICKEL COMPOUNDS | D268 |
| NITRILOTRIACETIC ACID | D646 |
| NITROFEN | D647 |
| NITROGEN MUSTARD | D533 |
| NITROPROPANE (2-) | D534 |
| NITRO-O ANSIDINE (5-) | D648 |
| N-NITROSODIETHANOLAMINE | D570 |
| N-NITROSODIETHYLAMINE | D571 |
| N-NITROSODIPHENYLAMINE | D649 |

| | |
|-------------------------------------|------|
| STREPTOZOTICIN | D663 |
| SULFALLATE | D664 |
| TETRACHLORODIBENZO-P-DIOXIN (TCDD) | D665 |
| THIOACETAMIDE | D666 |
| THIOUREA | D596 |
| THORIUM DIOXIDE | D667 |
| TOLUENE DIISOCYANATE | D541 |
| TOLUIDINE (0-) | D668 |
| TOLUIDINE HYDROCHLORIDE (0-) | D597 |
| TOXAPHENE | D598 |
| 1,1,2, TRICHLOROETHANE | D900 |
| TRICHLOROPHENOL (2,4,6-) | D600 |
| TRIS (1-AZIRIDINYL)PHOSPHINESULFIDE | D669 |
| TRIS (2,3-DIBROMOPROPYL) PHOSPHATE | D670 |
| URETHANE | D605 |
| | |
| | |
| | |

OTHER HAZARDS NOT LISTED:

COMMENTS:

Job Task Analysis

Employee Name: _____

Employee Number: _____

Job Title: _____

Department or Division: _____

| | | | | |
|---------------------------------------------------|--------------|-------------------|-----------------|-------------------------|
| SUPERVISOR DATA: | | | | |
| Date Prepared | | Prepared by: | | |
| JOB REQUIREMENTS: (Check one on each line) | | | | |
| WORK AREA: | <u>Never</u> | <u>Occasional</u> | <u>Frequent</u> | <u>Remarks/Comments</u> |
| Indoors | | | | |
| Outdoors | | | | |
| Laboratory | | | | |
| Desk work | | | | |
| Shop | | | | |
| Vehicle Opr. (CDL. Required) | | | | |
| ACTIVITIES: | <u>Never</u> | <u>Occasional</u> | <u>Frequent</u> | <u>Remarks/Comments</u> |
| Prolonged walking/standing | | | | |
| Frequent kneeling/squatting | | | | |
| Bending/stooping | | | | |
| Ladders/heights | | | | |
| Forceful pushing/pulling | | | | |
| LIFTING/CARRYING: | <u>Never</u> | <u>Occasional</u> | <u>Frequent</u> | <u>Remarks/Comments</u> |
| Less than 20 pounds | | | | |
| 20 to 40 pounds | | | | |
| More than 40 pounds | | | | |
| PHYSICAL MOBILITY: | <u>Never</u> | <u>Occasional</u> | <u>Frequent</u> | <u>Remarks/Comments</u> |
| Strenuous exertion | | | | |
| Full use of both legs | | | | |
| Full use of both arms/hands | | | | |
| VISION: | <u>Never</u> | <u>Occasional</u> | <u>Frequent</u> | <u>Remarks/Comments</u> |
| Exacting visual tasks | | | | |
| Accurate depth perception | | | | |
| Accurate color perception | | | | |